

PRINCE2™- Configuration Item Record

Project Name:			
Date:		Release:	Draft/Final
Author:			
Owner:			
Client:			
Document Number:			

Note: This document is only valid on the day it was printed

Revision History

Date of next revision:

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked

Approvals

This document requires the following approvals. A signed copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

Overview

Purpose To provide a record of such information as the history, status, version and variant of each configuration item, and any details of important relationships between them.

Contents *The Configuration Item Record should cover the following topics.*

Item Title.....	3
Item Details	3

Advice *The Configuration Item Record is derived from the: Configuration Management Strategy; Product breakdown structure; Stage Plan and Work Package; Quality Register, Issue Register and Risk Register.*

The set of Configuration Item Records for a project is often referred to as a configuration library.

The Configuration Item Records can take a number of formats, including: Document, spreadsheet or database; Entry in a project management tool.

The following quality criteria should be observed:

- *The records reflect the status of the products accurately*
- *The records are kept together in a secure location*
- *Version numbers match the actual products*
- *Configuration Item Records show products' version histories*
- *A process exists by which the Configuration Item Records are defined and updated.*

Note: Here follows a suggested list of components for each Configuration Item Record. The composition of a Configuration Item Record will be defined in the project's Configuration Management Strategy so please check to see if the default list recommended here has been altered.

Unique Identifier

Project Identifier ¹	Item Identifier ²	Current Version ³

Note that when combined together these three uniquely identify the configuration item.

Item Title

(The description of the item (for a product this should be as it appears in the product breakdown structure))

Item Details

Date of last Status Change	
Owner⁴	
Location⁵	
Copy Holders⁶	
Item Type⁷	
Item Attributes⁸	
Stage⁹	
Users¹⁰	
Status¹¹	
Product State¹²	
Variant¹³	
Producer¹⁴	
Date Allocated to the producer	
Source¹⁵	
Relationship with other items¹⁶	
Cross References¹⁷	

¹ Project Identifier – A unique reference. It will typically be a numeric or alpha-numeric value.

² Item Identifier – A unique reference. It will typically be a numeric or alpha-numeric value.

³ Current Version – Typically an alpha-numeric value.

⁴ The person or group who will take ownership of the product when it is handed over.

⁵ Where the item is stored

⁶ (if relevant), who currently has the product?

⁷ Component, product, release (see section 9.2.2 of the manual)

⁸ As defined by the Configuration Management Strategy. These are used to specify a subset of products when producing a Product Status Account, such as the management stage in which the product is created, the type of product (e.g. hardware/ software), product destination etc.

⁹ When the product will be developed

¹⁰ The person or group who will use the item

¹¹ As defined by the Configuration Management Strategy, e.g. pending development, in development, in review, approved or handed over

¹² (if used) As defined by the Product Description, e.g. dismantled machinery, moved machinery, reassembled machinery (see section 7.3.3.2 of the manual)

¹³ (if used) for example, language variants

¹⁴ The person or team responsible for creating or obtaining the item

¹⁵ For example, in house, or purchased from a third-party company

¹⁶ Those items that: Would be affected if this item changed; or if changed, would affect this item

¹⁷ Issues and risks; or documentation that defines requirements, design, build, production and verification for the item (specifically this will include the Product Description)